

GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405

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JAN 25 1974

Honorable William E. Colby
Director, Central Intelligence
Agency
Washington, DC 20505

Dear Mr. Colby:

The President and the Federal Energy Office have directed Federal executives to lead the Nation in the energy crisis by a search for energy savings in our programs and operations. Together we have done so by means of reduced temperatures and lighting in buildings, slower speeds and fewer miles in Government vehicles, and the purchase and use of more energy-efficient vehicles. These and related efforts are working well to cut back Federal energy use by 10 percent.

To date, however, one means to conserve energy has been largely overlooked - reduction in official travel by Government employees. Every year Federal workers travel billions of miles on business - in Government vehicles, private cars, and on mass transit. Even a small change in that pattern can result in significant energy savings. To start that change we have developed a campaign to encourage Federal employees to "travel by phone."

The Federal Telecommunications System is, of course, already essential to Federal operations; over 116 million long distance calls were placed last year over FTS. However, the system can be further exploited to reduce the need for face-to-face meetings and, thus, the need for travel. Coast-to-coast conference calls can be set up and wide range of visual materials may be sent rapidly to thousands of offices in this country and overseas by means of teletype and facsimile transmission. And these services will be expanded in the future.

We solicit your help in promoting and using this means of reducing travel. To assist you in this effort, we will

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distribute a series of posters and brochures in the near future which spell out the details of the program. If we are successful in this program, we can provide a good example to business and industry and can ourselves save a significant amount of energy.

Sincerely,

Arthur F. Sampson
Administrator

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S	✓			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks:

Executive Secretary